

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: COMBINATION BUILDING INSPECTOR

Posting #3031-0514jhm

May underfill as Limited Building Inspector (#3030)

REQUIRED ATTACHMENTS TO APPLICATION:

- Required licensure

STARTING SALARY: # 3031 - Step 44 \$25.20 hour, \$2,016 bi-weekly plus benefits package

#3030 - Step 32 \$19.08 hour, \$1,526 bi-weekly plus benefits package

Step increase available after completing probation and annually thereafter.

OPENING DATE: April 21, 2014

CLOSING DATE: May 5, 2014

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general direction, performs building inspections and checks plans to determine compliance with adopted construction codes.

DUTIES INCLUDE: Performs scheduled inspections and writes finding reports. Reviews plans and permit files before performing inspections. Reviews plans, checks for code compliance, and resolves deficiencies with the builder, owner, or owner's agent. Assists in plan review, permit issuance, and maintenance of files for permits, inspection reports, and plans. Recommends building clearance for the processing and issuance of a certificate of occupancy. Researches pertinent code provisions, ownership records, assessment data, and building permit files. Identifies and documents building and construction violations and issues violation notices when necessary. Refers zoning, fire code, and other violations to appropriate offices and clears records or refers case for legal action as appropriate. Answers technical questions on code and accepted construction practices and responds verbally or in a written response when required. Arranges to meet builders on job sites. Maintains daily log of activities.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: adopted construction codes.

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; accurately apply codes while inspecting buildings under construction or performing plan reviews; enforce codes with tact and impartiality; research and update computer records; communicate effectively verbally and in writing; and maintain files, records, and reports.

REQUIREMENTS FOR EMPLOYMENT: **Combination Building Inspector #3031** - Equivalent to a high school diploma and four (4) years work experience in the construction industry including one (1) year performing building inspection and plan checking activities. **Limited Building Inspector #3030** - Equivalent to a high school diploma and 12 months work experience in the construction industry. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: **Combination Building Inspector #3031** - Must possess a valid State of Utah Combination Level Building Inspector License, and International Code Conference (ICC) certification as a building, electrical, plumbing, and mechanical inspector. **Limited Building Inspector #3030** - Must possess a valid Limited Level State of Utah Building Inspector license and ICC certification as a Building Inspector. Both require valid Utah driver license.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

